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10/7/60

ACCOMPLISHMENTS FOR HULL COMMITTEE REPORT  
MAS (DD/S AREA) (1 Apr thru 30 Sept 60)

1. Completed a depth survey of the Office of Logistics and presented a new plan of organization designed to: centralize direction, planning, and control of a complete supply system involving the three existing divisions of Procurement, Supply, and Transportation; ~~remove~~ from this system organizational elements of the Transportation Division which are extraneous to the supply mission; strengthen and emphasize the professional services of the Real Estate and Construction Division and remove certain unrelated services; simplify and strengthen command channels in the Printing Services Division.

2. Led a series of working-level conferences to gain acceptance of the concept of a single control and follow-up point for the entire supply system; developed proof of overlap and duplication between Procurement, Supply, and Transportation Divisions under the existing system; and obtained agreement by Supply and Procurement Divisions on objectives and specific areas for implementation.

3. Proposed elimination of the [ ] as middleman in supplying our Building Supply Offices with items from General Services Administration. The objective has been accepted and implementation planning is under way in the Supply Division. Without reduction in customer service, this should save significant space and handling time in the [ ] on some 200 large volume items.

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4. Achieved acceptance of the concept of segregation of unserviceable property at the [ ] and a major systems overhaul which will: purge unserviceable items from stock; centralize control of such items; substantially simplify the property repair procedures; and speed disposal of unneeded material--some of which may be of use to other government agencies. STAT

5. Made an inter-office and inter-division analysis of fiscal controls for the Agency supply system, assisted in simplification, and eliminated duplicate records. Monitored changes and assisted in correction of procedural problems.

6. Proposed a series of procedures simplifications for the Building Supply Branch, Supply Division, which were accepted and installed.

7. Obtained acceptance and action on recommendations for reorganization of the [ ] Supply Division to separate the procedures work of stock control, allocation, and issuance from the management planning of ordnance stocks, deployment, surveillance, and usage.

8. In the Procurement Division:

a. Consolidated two sections concerned with contract administration and settlement which will lead to streamlining of procedures and some reduction in personnel.

b. Reduced copies of the contract invoice certification <sup>form</sup> ~~from~~ and reduced preparation time by substituting hand posting for typing.

c. Assisted in development of plans to carry out the objectives of the Comptroller's new procurement action funding method.

9. Completed a thorough review of the maintenance management system installed a year ago in an Agency [ ] in cooperation with the Technical Accounting Staff, Office of the Comptroller, and the Real Estate and Construction Division, Office of Logistics. Reduced the Public Works Branch staffing complement by eight positions; installed detailed procedures for allocating overhead costs ~~for~~ to job orders; created a consolidated public works total cost report; and refined and revised the procedures handbook.

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10. Reviewed annual planning papers and proposed staffing complements for every major component in the DD/S and DD/I Areas, a total of 19.

11. Analyzed, coordinated, and completed action necessary for approval of 17 changes or amendments to staffing complements.

12. A detailed analysis of the utilization of electric accounting machines in the DD/I Area resulted in the following:

- a. A reduction in key punch time through reduction in the overhead categories used for the ORR work load reporting program.
- b. A revised method for keeping a current list of key personnel for use by the Watch Office, Office of Current Intelligence.
- c. A saving of \$1,080 per year by the release of one key punch and one verifier in the Biographic Register, Office of Central Reference.

d. A recommendation that a consolidation of machines in OCR would increase utilization of key punches and verifiers and save at least \$4,320 per year on sorters.


e. Thirty-five recommendations for the Special Register, OCR concerning elimination of reports of marginal significance, reducing

acted upon during the survey, 21 more were accepted without qualification, and 8 will be carried out within the limitations of available machine time.

f. Elimination of twelve reports and 19,790 cards in the Machine Branch, Industrial Register, OCR.

13. Assisted the Office of Research and Reports in developing improved statements of missions and functions for each of its components which resulted in elimination of certain overlapping responsibilities and the clarification of functional lines.

14. Assisted the Industrial Register, Office of Central Reference in developing a formula for analyzing work load for redistribution of work.



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